

## **HELP IN PREPARING MUNICIPAL PROJECT PROPOSALS**

Please check this site often as it is subject to change without notification.

The list below is prepared by the Contract Standards and Development Unit (CSDU) to aid municipalities in the preparation of their Contract Proposal (Project Manual). Note that this list is in no way complete and each project proposal will be evaluated individually and reviewed by the NCDOT State Contract Officer or the Division office.

Based on numerous audits of municipal construction projects, FHWA has reported a lack of consistency in project specifications and procedures, and instances of non-compliance with Federal requirements. As such CSDU has been directed to review all municipal contract bid documents for compliance with current *NCDOT Standard Specifications* and *Roadway Standard Drawings*. This applies to all types of work whether it's placing concrete, paving, installing pipe or other typical construction operations. If the required work is covered in the NCDOT specifications book, there is no need to include other specifications regardless of the source (i.e. Municipality, EJCDC, or State Construction Office).

Modifications or special provisions shall be limited to those work operations that are clearly not covered by the NCDOT specifications. Please review all bid documents for compliance with this requirement. Since the NCDOT specifications do not cover every condition or situation, the following is a list of possible changes.

- Specifications for items of work that are not covered in the NCDOT spec book.
- Special requirements for compliance with NC General Statutes as long as they do not override applicable Federal or State requirements.
- Changes to the *NCDOT Standard Specifications book*. See link below for a list of allowable changes.
- Administrative processes or procedures such as required submittals, coordination with municipal or emergency agencies, RFI procedures, photo or video documentation, etc. Please bear in mind that per the agreement with NCDOT, municipalities are required to comply with the *NCDOT Construction Manual* regarding procedures for records and reporting forms.

Note that any change a municipality elects to make shall not negate the NCDOT specifications or Federal requirements.

Any changes made by a municipality, whether approved or not by the CSDU, are subject to audit by NCDOT and the FHWA both during construction and after operations are complete. The result of those audits may impact the total funding expected or received by the municipality.

1. [Checklist](#)
2. [Explanation of Provisions](#)
3. [Allowable Changes to the Specifications](#)
4. [Standard Notes](#)
5. [Links to other NCDOT Units](#)
6. [NCDOT Specifications and Special Provisions Website](#)